INSTRUCTIONS FOR COMPLETING FORM RSPA F 7100.2-1 (Rev.12/03)
ANNUAL REPORT FOR CALENDAR YEAR 2003
GAS TRANSMISSION AND GATHERING SYSTEMS

GENERAL INSTRUCTIONS

Each transmission system or non-rural gathering system operator is required to file an annual report. The terms operator, distribution line, gathering line, and transmission line are defined in §192.3. If an operator determines that pipelines fall under the definition for distribution lines, he or she should follow the instructions for Form RSPA F 7100.1-1.

Reporting requirements are in Part 191 of Title 49 of the Code of Federal Regulations (CFR) Transportation of Natural and Other Gas by Pipeline: Annual Reports, Incident Reports, and Safety-Related Condition Reports. Annual reports must be submitted by March 15 for the preceding calendar year. Report **TOTAL** miles of pipeline in the system at the end of the reporting year, including additions to the system during that year. **Please note that Operators operating less than one (1) mile of pipeline are not required to file an annual report.** Reports should be submitted to the address in the regulations, or as follows: Information Resources Manager, Office of Pipeline Safety, Research and Special Programs Administration, Department of Transportation, 400 7th Street, S.W., DPS-13, Washington, DC 20590.

IMPORTANT: **We have modified the reporting requirement beginning with the report due by March 15, 2004** for the preceding calendar year system totals. There are **four areas** on the form which **are new or revised**:

1) Our revised form requires a separate report for each state in which the system operates;
2) a new section #3 has been added to "Part B- System Description" for reporting miles of pipe by decade of installation,
3) a new section #4 has been added to "Part B- System Description" for reporting miles of pipe by class location (see Appendix A) and,
4) cause categories for reporting total leaks eliminated/repaired during the year in Part C have been changed to reflect similar changes in cause categories for reporting transmission system incidents on RSPA Form 7100.2.

If you have questions about this report or these instructions, or need copies of Form RSPA F 7100.2-1, please contact Shauna Turnbull, Information Resources Manager, RSPA, Office of Pipeline Safety, at (202)366-3731. Copies of the form and instructions are on the Office of Pipeline Safety home page, http://ops.dot.gov in the FORMS section of the ONLINE LIBRARY. Please type or print all entries.

Please round all mileage to the nearest mile. **DO NOT USE DECIMALS OR FRACTIONS.** Round decimals or fractions to the nearest whole number, e.g., 3/8 or 0.375 should be rounded down; 3/4 or 0.75 and ½ or 0.5 should be rounded up. The total mileage reported in Part B in

each of sections 1 through 4 MUST all sum to the same total mileage. Please be careful to report miles of pipeline, not feet. If necessary, convert feet to decimal notation (e.g. 1,320 feet = .25 mile).

Make an entry in each block for which data is available. Estimate data if necessary. Please avoid entering mileage in the **UNKNOWN** columns where possible. We recognize that some companies may have very old pipe for which installation records may not exist. Enter estimate of the total of such mileage in the **UNKNOWN** section of item 3: "Miles of Pipe by Decade of Installation".

SPECIFIC INSTRUCTIONS

Enter the Calendar Year for which the report is being filed. Check **Initial Report** if this is the original filing for this calendar year. Check **Supplemental Report** if this is a follow-up to a previously filed report to amend or correct information. On Supplemental Reports, complete Parts A and F. On Parts B, C, D and E, please submit only amended, revised, or added information.

PART A - OPERATOR INFORMATION

Insert the operator name and address data. Report the address where additional information can be found.

The operator's five digit identification number appears on the RSPA mailing label. If the person completing the report does not have the identification number, they should contact the Information Resources Manager.

Enter the State for which information is being reported. An operator should submit a separate report for all company transmission or non-rural gathering operations for each State in which it operates. A company may submit separate reports for subsidiaries or affiliate operations. Please do not report a pipeline facility more than once.

PART B - SYSTEM DESCRIPTION

The mileage of pipeline supplied in Part B, sections 1 and 2, will be used to better protect people and the environment. Mileage reported should accurately reflect miles of pipe meeting the RSPA gas transmission and non-rural gathering line definitions. In the past, short segments of pipeline operated by distribution systems at less than 20 percent of the specified minimum yield strength (SMYS) have sometimes been inaccurately reported as transmission lines. Please carefully consider all reported pipelines classifications.

COATED means pipe coated with an effective hot or cold applied dielectric coating or wrapper.

OTHER PIPE means a pipe made of material not specifically designated on the form, such as copper, aluminum, etc. Enter the Other Pipe material, either in the column heading or by an

attachment if mileage of Other Pipe is shown.

Include Outer Continental Shelf pipelines under offshore in Part B, sections No. 1 and No. 2.

Provide miles of pipe by decade installed in Part B, section 3. Estimate if exact totals aren't known. Where decade of installation is not known because records do not exist for such information, enter an estimate of this mileage in the UNKNOWN column. The sum total of mileage reported for Part B, section 3 should match total mileage reported in sections 1,2, and 4 in Part B.

Provide miles of pipe by class location in Part B, section 4. Class location is defined in 49 Code of Federal Regulations (CFR) Part §192.5. These definitions are provided in Appendix A, below. All offshore mileage is Class 1.

PART C - TOTAL LEAKS ELIMINATED/REPAIRED DURING YEAR

Include all reportable leaks or ruptures and non-reportable leaks or ruptures repaired or eliminated including replaced pipe or other component during the calendar year. Do not include test failures.

Leaks are **unintentional escapes of gas from the pipeline**. A non-hazardous release that can be eliminated by lubrication, adjustment, or tightening is not a leak.

A reportable leak is one that meets the specific criteria of §191.5 and is reported on Form RSPA F 7100.2, Incident Report - Gas Transmission and Gathering Systems. A non-reportable leak is one that is not reported under §191.5.

Leaks are classified as:

CORROSION: leak resulting from a hole in the pipe or other component that galvanic, bacterial, chemical, stray current, or other corrosive action causes.

NATURAL FORCES: leak resulting from earth movements, earthquakes, landslides, subsidence, lightning, heavy rains/floods, washouts, flotation, mudslide, scouring, temperature, frost heave, frozen components, high winds, or similar natural causes.

EXCAVATION: leak resulting from damage caused by earth moving or other equipment, tools, or vehicles. Include leaks from damage by operator's personnel or contractor or people not associated with the operator.

OTHER OUTSIDE FORCE DAMAGE: Include leaks caused by fire or explosion and deliberate or willful acts, such as vandalism.

MATERIAL AND WELDS: leak resulting from failure of original sound material from force applied during construction that caused a dent, gouge, excessive stress, or other defect that

eventually resulted in a leak. This includes leaks due to faulty wrinkle bends, faulty field welds, and damage sustained in transportation to the construction or fabrication site. Also include leak resulting from a defect in the pipe material, component, or the longitudinal weld or seam due to faulty manufacturing procedures. Leaks from material deterioration, other then corrosion, after exceeding the reasonable service life, are reported under Other.

EQUIPMENT AND OPERATIONS: leak resulting from malfunction of control/relief equipment including valves, regulators, or other instrumentation; stripped threads or broken pipe couplings on nipples, valves, or mechanical couplings; or seal failures on gaskets, O-rings, seal/pump packing, or similar leaks. Also include leaks resulting from inadequate procedures or safety practices, or failure to follow correct procedures, or other operator error.

OTHER: leak resulting from any other cause, such as exceeding the service life, not attributable to the above causes.

OFFSHORE includes jurisdictional pipelines on the Outer Continental Shelf.

PART D - TOTAL NUMBER OF LEAKS ON FEDERAL LAND OR OCS REPAIRED OR SCHEDULED FOR REPAIR

FEDERAL LANDS means All lands owned by the United States except lands in the National Park System, lands held in trust for an Indian or Indian tribe, and lands on the Outer Continental Shelf.", as defined in 30 USC Section 185.

Enter all leaks repaired, eliminated, or scheduled for repair during the reporting year, including those reported as incidents on Form RSPA F 7100.2.

OUTER CONTINENTAL SHELF pipelines are separated to differentiate from other Federal offshore areas, which could be within a lake or river.

PART E - NUMBER OF KNOWN SYSTEM LEAKS AT END OF YEAR SCHEDULED FOR REPAIR

Include all known leaks scheduled for elimination by repairing or by replacing pipe or some other component.

PART F - PREPARER AND AUTHORIZED SIGNATURE

PREPARER is the name of the person most knowledgeable about the report or the person to be contacted for more information. Please include the direct phone number and email address.

AUTHORIZED SIGNATURE may be the preparer or an officer or other person whom the operator has designated to review and sign reports. Please include the direct phone number and email address.

APPENDIX A

Sec. §192.5 Class locations.

(a) This section classifies pipeline locations for purposes of this part. The following criteria apply to classifications under this section.

(1) A ``class location unit'' is an onshore area that extends 220 yards (200 meters) on either side of the centerline of any continuous 1- mile (1.6 kilometers) length of pipeline.

(2) Each separate dwelling unit in a multiple dwelling unit building is counted as a separate building intended for human occupancy.

(b) Except as provided in paragraph (c) of this section, pipeline locations are classified as follows:

(1) A Class 1 location is:

(i) An offshore area; or

(ii) Any class location unit that has 10 or fewer buildings intended for human occupancy.

(2) A Class 2 location:

is any class location unit that has more than 10 but fewer than 46 buildings intended for human occupancy.

(3) A Class 3 location is:

(i) Any class location unit that has 46 or more buildings intended for human occupancy; or

(ii) An area where the pipeline lies within 100 yards (91 meters) of either a building or a small, well-defined outside area (such as a playground, recreation area, outdoor theater, or other place of public assembly) that is occupied by 20 or more persons on at least 5 days a week for 10 weeks in any 12-month period. (The days and weeks need not be consecutive.)

(4) A Class 4 location is any class location unit where buildings with four or more stories above ground are prevalent.

(c) The length of Class locations 2, 3, and 4 may be adjusted as follows:

(1) A Class 4 location ends 220 yards (200 meters) from the nearest building with four or more stories above ground.

(2) When a cluster of buildings intended for human occupancy requires a Class 2 or 3 location, the class location ends 220 yards (200 meters) from the nearest building in the cluster.